



# Admissions, Lottery & Registration Procedures

2026-2027 School Year

## Welcome to Roosevelt Children's Academy Charter School (RCACS).

RCACS is a free New York State public school of choice approved by the New York State Education Department (NYSED) and authorized by the State University of New York (SUNY) Charter School Institute (CSI). This guide summarizes admissions, the public lottery, transportation, registration, and re-registration for families applying for the 2026-2027 school year.

## At a Glance

Key Date	Family Action
April 1, 2026	Submit applications for the public admissions lottery and submit eligible transportation requests to the home district.
April 1, 2026 - 6:00 p.m.	Public lottery at RCACS, 201 Debevoise Avenue, Roosevelt, NY 11575, with Zoom access. Attendance is welcome but not required.
May 15, 2026	Admitted students complete registration; returning students complete Intent to Return / re-registration.
December 31, 2026	Kindergarten applicants must be five years old on or before this date.

**Enrollment Office:** 201 Debevoise Avenue, Roosevelt, NY 11575 | Phone: (516) 867-6202, Ext. 8204 / 8240 / 8404 | Enrollment@rcacs.org | www.rcacs.org

## 1. Admissions Overview

RCACS is accepting kindergarten applications for the 2026-2027 school year. Applications may also be submitted for grades 1 through 8, subject to seat availability. There is no fee to apply to or attend RCACS.

Families may apply online at [www.rcacs.org](http://www.rcacs.org), in person, or by mailing an application to the RCACS Enrollment Office. A separate application must be submitted for each student.

## 2. How to Apply

<b>1</b>	<b>Apply to RCACS.</b> Submit one completed application for each child online at <a href="http://www.rcacs.org">www.rcacs.org</a> , in person, or by mail to the Enrollment Office.
<b>2</b>	<b>Create or access your application account.</b> Families may save forms in progress, return to complete them, and print form history.
<b>3</b>	<b>Submit before the lottery deadline.</b> Applications received by April 1, 2026 are included in the public admissions lottery, subject to applicable preferences.
<b>4</b>	<b>Complete registration if admitted.</b> Admitted students must complete RCACS registration by May 15, 2026 to secure their seat.

### Online Application Notes

Select the 2026-2027 English or Spanish application from the RCACS website, create a new account or sign in to an existing account, complete all required fields, submit the application, sign out of the system, and keep your confirmation email and application records.

## 3. Kindergarten Eligibility

To be eligible for kindergarten for the 2026-2027 school year, a child must be five (5) years old on or before **December 31, 2026**.

## 4. Public Admissions Lottery

The public admissions lottery will be held on **Wednesday, April 1, 2026 at 6:00 p.m.** at Roosevelt Children's Academy, 201 Debevoise Avenue, Roosevelt, NY 11575, with Zoom access. Attendance is welcome but not required.

The lottery randomly selects applicants for available seats and establishes the waiting list when eligible applicants exceed available capacity. Applications received after the April 1 deadline may be added to the waitlist or considered in a subsequent lottery if seats remain available.

### Admission Preferences

Applicable lottery preferences are applied in the following order:

Preference	Description
1	Siblings of students currently enrolled at RCACS.
2	Applicants who reside within the Roosevelt School District.

## 5. District Registration & Residency Confirmation

RCACS requires confirmation that each child has been registered with the family's district of residence. New residents entering kindergarten or any other grade must provide proof of residency or district registration confirmation when completing RCACS registration.

Families should contact the Census/Registration Department in their home school district for procedures, required original documents, and office hours. Roosevelt District residents must complete district registration and provide proof annually.

## 6. Transportation Requests to Home District

**Deadline: April 1, 2026.** Eligible families who live outside the Roosevelt School District must apply for transportation through their home school district's Transportation Office by the New York State deadline.

RCACS does not contract transportation and does not provide supplemental transportation services to or from school. Families should register their child in the home district before applying for transportation, obtain district registration confirmation, and keep a copy of the transportation request receipt or confirmation.

Families should submit the transportation application and district registration confirmation even if they have not yet received an admissions decision from RCACS. If a family later declines enrollment or a child remains waitlisted, the home district disregards the transportation request without penalty.

## 7. Registration for Admitted Students

Admitted students must complete the RCACS registration process by **May 15, 2026** to secure their seat for the school year. Registration collects information required by New York State and confirms enrollment for the academic year.

If registration is not completed by the deadline, RCACS may withdraw the offer of admission and offer the seat to the next child on the waitlist. The Enrollment Department will notify admitted families of the new student orientation or information session date.

## 8. Re-registration for Returning Students

Currently enrolled students must complete the annual Intent to Return / re-registration process through the RCACS Parent Portal by **May 15, 2026** to secure a seat for the next school year.

To access the Intent to Return form, visit [www.rcacs.org](http://www.rcacs.org), select the Parent Portal, and use the single sign-on (SSO) information unique to the child, along with the child's date of birth. Eligible families must also submit a transportation application to their home district by the April 1 New York State deadline each year.

## Family Checklist

<input type="checkbox"/> Submit one RCACS application for each student by April 1, 2026.	<input type="checkbox"/> For sibling preference, identify siblings currently enrolled at RCACS.
<input type="checkbox"/> Register your child with your district of residence and keep confirmation.	<input type="checkbox"/> If eligible, submit a transportation request to your home district by April 1, 2026.
<input type="checkbox"/> If admitted, complete RCACS registration by May 15, 2026.	<input type="checkbox"/> If returning, complete Intent to Return / re-registration by May 15, 2026.
<input type="checkbox"/> Keep copies of confirmations, receipts, and important correspondence.	

### Important Note

This polished overview is intended to help families understand the admissions process. Families should refer to RCACS communications and the Enrollment Office for the most current deadlines, forms, and instructions.